

**STATE OF HAWAII**  
**REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS**

TO: Chief Procurement Officer

FROM: Health/Developmental Disabilities Division/Developmental Disabilities Services Branch  
(Department/Division/Agency)

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Description of health and human services:

The George Washington University (GWU) Certificate Program in Acquired Brain Injury in the Center for Education and Human Services will train ten (10) graduate and undergraduate students in brain injury online for 15 credit hours. This training will be statewide and students will obtain a certificate in the subject area after meeting the program requirements.

GWU will be working with Pacific Basin Rehabilitation and Training Center, University of Hawaii at Manoa. The students will be working with a Speakers' Bureau to meet one of the goals of the Traumatic Brain Injury (TBI) Implementation Grant, a federally funded program, to educate professionals and providers serving persons with TBI, their families, and the community to improve services to persons with TBI.

Name of Service Provider	Cost:	Term of Contract:
George Washington University	\$87,822	From: September 1, 2002
		To: March 31, 2005

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

GWU's Certificate Program in Acquired Brain Injury through Long Distance Learning is the only known program in that country that has been 1) providing training online in the subject area and 2) awarding certificates to students upon completion of the program for community expertise to train providers who service persons with brain injury. The funds for the training include online trainers and academic support staff and curriculum materials to the students, with a projection for three academic years, pending federal approval for a no-cost extension of the grant.

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

The branch has researched nationally together with University of Hawaii, Pacific Basin Rehabilitation Research Center, extensive research on the internet, and locally by contacting Hawaii Pacific University and Chaminade University. It discovered that GWU is the sole provider of this specialized long distance learning Certificate Program in Acquired Brain Injury.

P.E.H. Number 03-07

A description of the state agency's internal controls and approval requirements for the exempted procurement:

The branch program and fiscal monitoring staff will oversee the contract to ensure that the terms of the contract are met by requiring program and expenditure reports. The Project Director of the TBI Grant, who is also the Branch Chief, will be working closely with GWU.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

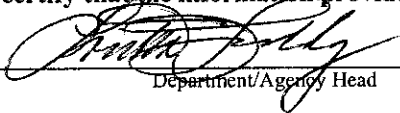
Michael Tamanaha, Branch Chief  
Aaron Arakaki, Administrator  
Sally Luke, Supervisor, Contracts and Grants  
Javier Aceret, Fiscal Supervisor

Direct questions to:  
Sally Luke

Phone Number:  
453-6261

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☐

I certify that the information provided above is to the best of my knowledge, true and correct.

  
Department/Agency Head

7/31/02  
Date


Chief Procurement Officer's Comments:

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied

cc: Administrator  
State Procurement Office

  
Chief Procurement Officer

8/7/02  
Date